Are your backups reliable?

We estimate that 80% of clients do not have a reliable backup solution in place. Lack of proper backups can have serious implications for your business in the event of any hardware or systems failure.

- You may lose vital information. In the past year, we have seen people lose important emails and weeks of time recording and accounting information when their servers or pc's crashed.
- You will lose time and money while your systems are down and while IT people try to restore operations

To help ensure that your backups are adequate to prevent problems, we strongly recommend that you check the following.

1. Do you have a comprehensive backup strategy? At a minimum, this strategy should cover the data to be backed up, media usage, media location and recovery procedures.

2. Check your backup logs to ensure that all relevant files are backed up. Pay particular attention to the SQL Server files - these may be files of type .BAK or of types .MDF/.LDF. If you are unsure of how to check this, please consult your IT department or Hardware Consultant (Depending on what Relate Software you use, the file backups can differ. DRIVE, RAP, PTax and CTax are all SQL backups. Company Secretary is an Access backup (.mdb file).

3. Periodically restore data from your backups to a different location in order to verify the reliability of the backup. Please make sure an expert does this for you and verifies all is in order.

4. All backup media has a life span. Periodically replace the media in accordance with manufacturers' specifications. If you are unsure of how to check this, please consult your IT department or Hardware Consultant.

5. Is your backup media rotated in accordance with your backup strategy? Does one person have responsibility for this rotation, and what happens when that person is absent?

6. Is your backup media stored off-site? If it is not, then you run the risk of losing your data and your backup in the event of fire, flood, etc.

7. Have you considered introducing an additional backup? Automatic on-line off-site backups are readily available from organisations such as Secure Technologies (www.keepITsafe.ie).

It is your responsibility to ensure that the backup solution you have in place is adequate to cover your requirements.

Although Relate Software is not responsible for assuring the integrity of your backup solution, we are happy to assist you or your IT provider in putting your backup systems in place.

(The DRIVE Database Administration Tool is not a Backup solution. This is a Support Tool that is used if data needs to be checked or tested only. Access has been restricted to Support users in Version 2.0.)

Please organise a full automated backup procedure as soon as possible.